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Case 3-45 11

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MS-1823/S

58-5088

13 May 1958

MEMORANDUM FOR: Management Staff

THROUGH : SSA(Pers)/DDS
Position Evaluation Division, Office of Personnel

SUBJECT : Table of Organization Revision

25X1A

1. It is requested that the existing Tables of Organization for [REDACTED] be deleted and a single, new Table of Organization for [REDACTED] be established as indicated in the attachments to this memorandum.

25X1A

2. The proposed T/O described in the attachments includes not only EE Division positions but also those of other divisions having annex positions in our area. It is requested that any questions concerning the annex positions be addressed to the appropriate parent division and that in all cases their co-ordination be secured before any final action is taken.

3. Where we have so indicated in our remarks, position descriptions and functional statements are being prepared to support our requests for reallocation. In many instances, however, the merger of the two bases will have no significant effect on individual positions and consequently no new position descriptions are being prepared.

4. The new T/O, as proposed, consists of [REDACTED] positions, 7 less than the number in the two separate previous T/O's. Of this difference, two positions are Office of Communications positions which are to be transferred within the [REDACTED] Station, one is a TSS position for which reallocation will be requested by that office, and two are EE Division positions which we wish to have reallocated as follows:

25X9A2

Admin Clerk [REDACTED]
Sec/Steno [REDACTED]

GS-6 AD/E, COS, [REDACTED]

25X1A
25X1A6a

Proposals for the reallocation of the remaining two E. positions will be made at a later date.

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